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MEMORANDUM FOR: Chief, Salary and Wage Division
Office of Personnel

SUBJECT : Adjustment of Positions

REFERENCES : A. Memorandum for Chief, Salary and Wage Division from the Assistant Director (Special Activities) dated 15 Jan 63
B. Memorandum for Deputy Comptroller from Chief, Salary and Wage Division dated 22 Jan 63
C. Memorandum for the Director of Personnel, attn, Chief, Salary and Wage Division, from [REDACTED] Executive Assistant, Deputy Director (Research), dated 20 Feb 63 25X1A9a

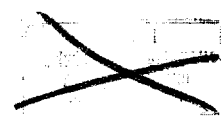
1. I have delayed in responding to reference B in order that I might discuss the content of that reference with the Office of the Deputy Director (Research). As a result of such discussion reference C was prepared by the Executive Assistant, Deputy Director (Research), which when complied with by your Office will have the effect of transferring the GS-15 Comptroller position from OSA to the immediate office of the Deputy Director (Research).

25X1A9a 2. Mr. [REDACTED] prepared reference C after discussion with me, which I feel completes the arrangements which this Office and DD/R agreed to last November. However, Mr. [REDACTED] has indicated in a memorandum to me that he believes the position of Chief, Budget and Finance Branch, OSA should be classified at GS-15 and that he would appreciate both the Office of the Comptroller and the Salary and Wage Division evaluating the job on the basis of its present functions and responsibilities. 25X1A9a

3. As you know, we are at the present time surveying all budget and finance offices of the Agency and this survey will include

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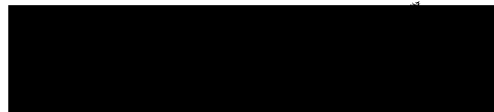
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the Budget and Finance Branch of OSA. I would, therefore, suggest that further discussion with your Office concerning the grade of this position and any other positions in the Budget and Finance Branch of OSA be deferred until our survey has been completed. Of course, if you have any desire to discuss this and any other positions of OSA at this time I will be very glad to do so.



25X1A

Deputy Comptroller

Attachments

RHF/ss

Distribution:

O&I - Addressee

✓ 1 - Signer

Ref-63-4594

DD/R-359-63

4 March 1963

MEMORANDUM FOR: Deputy Comptroller

SUBJECT: Adjustment of Positions

1. In accordance with our conversation, I am returning the memoranda that you gave me and including in addition a copy of a memorandum from me to the Director of Personnel dated 20 February requesting the deletion of the GS-15 Comptroller position in OSA. Since I had earlier converted my GS-15 Administrative Officer slot to a Comptroller slot, I am now balancing books by reestablishing an admin slot.

2. I am also forwarding a memorandum from the Assistant Director/OSA requesting the retention of a GS-15 Comptroller position in that office. As I have said in our earlier conversations, I consider the general level of responsibility of that position to be still approximately the same as formerly. It is true that some of the functions of this position did not transfer to the DD/R; however, these have been offset by other responsibilities and duties added to the present OSA operations. I would appreciate it, therefore, if as we had agreed the present job could be evaluated by you and the Salary and Wage Division on the basis of merit as you see it today.

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Executive Assistant
Deputy Director (Research)

Attachments
As stated

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22 JAN 1963

MEMORANDUM FOR: The Deputy Comptroller

SUBJECT : Adjustment of Positions - Finance Branch, OSA-DD/R

REFERENCE : Memorandum for the Chief, Salary and Wage Division
from the Assistant Director (Special Activities)
dated 15 January 1963. Subject: Same as above.

1. Submitted for your review and comments is a proposal from the Office of Special Activities, DD/R, to realign grades and positions in the Budget and Finance Branch of that Office.

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2. The Salary and Wage Division has reviewed the activities of the Budget and Fiscal Branch and agreed to the upgrading of the top positions in the [redacted] to grade GS-13. The evaluation of the top position in [redacted] at grade GS-13 was based on the inclusion of responsibility for certification of OSA disbursements. The Office of Special Activities now proposes to split the certifying authority between [redacted] and to upgrade both positions to GS-13. It is the opinion of Salary and Wage Division that such a division of the certifying responsibility would not support a grade GS-13 in either section.

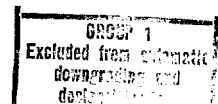
3. On 20 November 1962 a GS-15 Comptroller position was established in the Office of the DD/R under the assumption that the grade GS-15 position in the Office of Special Activities would be abolished and the Comptroller functions of the position would be transferred to the immediate Office of the DD/R. The reference memorandum indicates that the GS-15 position is to be retained and position number 16, GS-13 is to be deleted. The explanation regarding this switch in positions is that there has been no significant reduction in the responsibilities of the top Budget Officer position in the Office of Special Activities since establishment of the Comptroller position in the Office of the DD/R. If this is the case, the appropriateness of the grade of the Comptroller position in the Office of the DD/R is questionable.

4. It is requested that you supply this Division your comments regarding the subject proposal.

FOR THE DIRECTOR OF PERSONNEL: [redacted]

Chief, Salary and Wage Division

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CSA-0021-63

MEMORANDUM FOR: Chief, Salary and Wage Division,
Office of Personnel

ATTENTION : Mr. [REDACTED]

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SUBJECT : Adjustment of Positions - Finance Branch,
CSA-DD/R

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1. Reference is made to the recent discussions between Mr. [REDACTED] of your office and Mr. [REDACTED] and Mr. [REDACTED] of this office concerning the reclassification of certain positions of the Finance Branch, CSA-DD/R. In this respect, I request the following reclassifications be made:

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a. Position No. 16 reclassified from GS-13 to GS-11. This position would be shifted to the [REDACTED] where an urgent requirement exists for a person to work on Reports and Statements.

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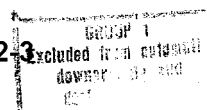
b. Position No. 17 reclassified from GS-12 to GS-13. Due to the magnitude and complexity of activities and to the special authorities granted and requirements levied on this office, the three Section Chiefs holding Position No. 17 are performing duties which are unique to this office, the details of which have been discussed in full with Mr. [REDACTED]

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2. In addition to the above, I am changing the designation of this office from Comptroller, CSA-DD/R to Budget and Finance Branch, CSA-DD/R. I am moving Mr. [REDACTED] into Position No. 14 and designating him Chief, Budget and Finance Branch, CSA-DD/R and Mr. [REDACTED], Jr. into Position No. 15 and designating him Deputy Chief, Budget and Finance Branch, CSA-DD/R.

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3. There is attached a schedule reflecting my proposed organization of the Budget and Finance Branch, CIA-DD/A. There is also attached a Functional Chart outlining the duties and responsibilities of that office. After the Functional Chart has served your purpose, will you please return it to this office for retention.

JACK C. LINDFORD
COLONEL, USAF
Assistant Director
(Special Activities)

ACTAL:DD/A: a/e

cc: DD/R
Comptroller

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Approved For Release 2001/07/12 : CIA-RDP80-01240A000200110042-3

63-4594

OSA-0701-63

MEMORANDUM FOR: The Comptroller

SUBJECT : Adjustment of Positions - Budget & Finance Branch, OSA-DD/R

REFERENCE : Memorandum for Chief, Salary & Wage Division, Office of Personnel, Subject: Adjustment of Positions - Finance Branch, OSA-DD/R (OSA-0221-63)

1. In the referenced memorandum, a copy of which was forwarded to your office, I set forth my proposal for the organization of the Budget & Finance Branch, OSA-DD/R.

2. I am informed by the Office of Personnel that no action has been taken concerning these proposals pending a recommendation from your office.

3. A recent audit of the positions of this Branch by a representative of the Salary and Wage Division, Office of Personnel indicates that grade wise, the positions are properly classified and are justified. As you are aware, this Branch is vested with responsibilities which are peculiar only to this office, i.e. Certification Responsibilities and Financial Administration, Certification and Payments relating to Commercial Contracts. The magnitude and complexity of the activities involved are within themselves strong justification for the grade structure as I have proposed.

4. In addition to the administration of the Agency funds allocated to OSA, the Budget & Finance Branch, OSA is charged with the administration of funds for numerous

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OSA-0701-63
Pg 2 of 2

5. In view of the above, I strongly urge that the position of Chief, Budget & Finance Branch, OSA remain at a GS-15 and that the three Section Chief positions be classified as GS-13.


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Deputy Assistant Director, OSA DD/R

APPROVED:

Noted & discussed with Dep/Comptroller

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Deputy Director (Research)


EA/DD/R
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DD/R-261-63

20 February 1963

MEMORANDUM FOR: Director of Personnel

ATTENTION: Chief, Salary and Wage Division

SUBJECT: Request for Establishment of Administrative Officer Position

1. It is requested that Position #0014, Finance Officer-Ch., on the staffing complement of the Office of Special Activities be deleted and in lieu thereof the position of Administrative Officer, GS-15, be established on the staffing complement of the immediate Office of the DD/R.

2. This new position should follow #0024 on the staffing complement of the Office of the DD/R.

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**Executive Assistant
Deputy Director (Research)**

Distribution:

Orig & 1 - Addressee

1 - OSA

1 - EA/DD/R

1 - FO/DD/R

1 - DD/R Subj

1 - DD/R Chrono

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DDR: 6561:bb (20 Feb 63)